

DRAFT

TOWN OF WEARE, NEW HAMPSHIRE POLICY ON BOARDS, COMMITTEES AND COMMISSIONS

I. INTRODUCTION:

This Policy serves to outline procedures and provide information regarding Town committees, commissions, and boards (hereinafter referred to collectively as “committee(s),” unless specific reference is being made to a particular body whose title is different). This policy applies to all committees created by the Board of Selectmen and any body under the Board of Selectmen’s purview. This Policy also applies to all committees created by the Legislative Body (Town Meeting) and all State RSA created and governed committees to the extent allowed by law.

This Policy is in place to assist the Board of Selectmen in making informed choices for committees and their members and to provide consistency in the committee creation and member selection and appointment process. This policy also addresses the safety of our juvenile and elderly citizens when interacting with committee members.

This Policy does not abrogate the prerogative of the Board of Selectmen to choose the citizens they feel are most qualified for appointment or to waive any procedures herein when it is judged by the Board of Selectmen to be in the best interest of the Town.

II. RECRUITMENT, SELECTION, AND APPOINTMENT PROCESS OF COMMITTEE MEMBERS:

A. RECRUITMENT:

PUBLIC NOTICE OF OPENINGS: There will be a public notice of committee seats which are being appointed posted in at least two (2) public places. This notice will include both vacant and expiring positions.

B. SELECTION: (Criteria to consider when selecting members)

1. Service on other Committee(s).
2. Life experience which interests him/her in serving on the Committee.
3. Is the Candidate able and willing to fulfill the time requirements of the committee and to regularly attend meetings.
4. Potential Conflict of Interest: Are there any possible business or personal conflicts of interest that may affect the Candidate’s ability to make decisions that are in the best interest of the Town as a whole

C. APPOINTMENT PROCESS FOR FIRST-TIME CANDIDATES:

The candidate for a committee must:

1. Attend at least one (1) meeting of the committee to which he/she is anticipating appointment.
2. Obtain Volunteer/Appointment form from Office of Selectmen-Town Administrator; or on the website at www.weare.nh.gov.
3. Employees and/or volunteers who work with or around children or elderly persons, enter the homes of citizens, or collect or manage money will be subject to a criminal background check per RSA 41:9-b. All volunteers and employees of the Park and Recreation Commission will be required to take a criminal background check prior to being employed or appointed as a volunteer.
4. Bring completed and signed Volunteer/Appointment form to Office of Selectmen-Town Administrator. Form will be forwarded to appointing body, usually Board of Selectmen, except in cases where a committee appoints its own members or sub-committee members.
5. Candidates will be interviewed by the Board of Selectmen the first time he/she applies for that Committee. These interviews may be conducted in a public meeting or non-public meeting session, as allowed by law. Regular members seeking reappointment or Alternates seeking appointment as regular members may be asked to interview.
6. Once appointed, all new committee members must be sworn in within five (5) days of being appointed. New members can be sworn in by the Chair of the Board of Selectmen or by the Town Clerk.

D. MEMBERS SEEKING REAPPOINTMENT AND MEMBERS SEEKING APPOINTMENT TO MULTIPLE COMMITTEES:

1. Current members of committees whose terms are about to expire may seek reappointment to the same committee, unless specified otherwise by committee-creating rules or state or other law. Current members seeking reappointment should follow steps 2-5 above.
2. Members of one committee who want to join another committee must complete all steps for First Time Candidates, above. Committee members will not be allowed to serve on more than three (3) boards whose members are appointed by the Board of Selectmen

E. EMPTY OR VACANT POSITIONS WITHIN TERM:

If a seat on committee for which the Board of Selectmen appoints members should become vacant between term expirations, the Board of Selectmen may fill these positions at any time during the year, following the guidelines outlined in this Policy, unless state law dictates a different manner of filling the vacancy.

F. ALTERNATES:

Alternate members are appointed to Committees to serve if a regular member is unable to take his/her seat. Alternate positions are an excellent method of allowing a citizen to become familiar with the requirements of the Committee, and to gauge his/her ability to assume regular membership. It also gives the Board of Selectmen an opportunity to assess the citizen's qualifications to serve as a regular member. Whenever feasible, first consideration for regular membership should be given to alternate members who have served a minimum of six (6) months.

G. MEMBERS LENGTH OF TERMS:

All committee members will be appointed to three (3)-year terms, unless otherwise decided by the Board of Selectmen or other appointing committees or otherwise provided by state law. All committee membership as a whole shall be appointed for staggered three (3)-year terms. Terms will expire on April 1, however the member can still serve after April 1, pending reappointment by the Board of Selectmen

H. DISBANDING AND REMOVAL:

The Board of Selectmen may, by majority vote, remove any member of a committee whom it has appointed and/or disband any committee at its discretion, except where not permitted by law.

III. ADMINISTRATION OF COMMITTEE

- A. Once a committee is formed, it is the responsibility of the Members to assemble as soon as practicable to begin carrying out their mission, and to establish a regular schedule of meetings, where this is appropriate or as prescribed by the Board of Selectmen or governing law.
- B. At the first meeting of a newly formed committee, or at the first meeting after the yearly appointment time, a chairperson, vice-chairperson, secretary, and minute taker must be chosen (the secretary and minute-taker can be one in the same).
- C. Per N.H. RSA 91-A:2 II, at each and every meeting of the committee, minutes must be taken, put in written form, and a copy submitted to the Offices of the Town Clerk and Selectmen by the deadlines required. Currently, a written draft is required to be made available to the public (to be at the Town Clerk's Office) within five (5) business days after the meeting.

- D. Efforts should be made by all committees to hold their meetings in a location where their meetings can be broadcast to the public.

IV. RESPONSIBILITIES OF COMMITTEE/MEMBERS

- A. Attend meetings: Any more than 3 unexcused absences within period of time of 6 months, or 6 meetings, are grounds for dismissal/removal as a committee member.
- B. Attitude and conduct: While differences of opinion are anticipated and encouraged, and members must be allowed full voice, members are expected to be civil, and observe recognized rules of order and procedures. Members who are quarrelsome, disruptive, use their authority inappropriately, either on the Committee, or with other Town officials should not be considered for reappointment and may be removed as a member before their term expires.
- C. Effort: It is expected that members, particularly of the Town's land use boards, will become as familiar as possible in their committee's subject areas, are encouraged to participate in any training opportunities available to them (i.e., NHMA, Law Lecture series). Members who have not become knowledgeable about their duties, or who have failed to comply with State law or Town ordinances should not be considered for reappointment and may be removed as a member before their term expires.
- D. All committee members will adhere to and be conscious of at all times while in service to the Town of Weare standard ethical guidelines and the Town's Ethics Ordinance. Any member who is determined to have committed any ethical misconduct should not be considered for reappointment and may be removed as a member before their term expires.

V. AMENDMENT PROCEDURE

This Policy may, from time to time, be amended by a majority vote of the Board of Selectmen. In addition, the Board of Selectmen reserves the right to change or waive any of the provisions of this policy, except where contrary to RSA provisions.

VI. EFFECTIVE DATE

This Policy shall take effect immediately following a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

Adopted by the Board of Selectmen this 18th day of June, 2012.